

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
ADULT JUSTICE, HOUSING, EMPLOYMENT AND EDUCATION SERVICES**

**COUNTYWIDE HOUSING, EMPLOYMENT AND EDUCATION RESOURCE
DEVELOPMENT**

MENTAL HEALTH SERVICES COORDINATOR I

The Countywide Housing, Employment and Education Resource Development Division has an opening for a Mental Health Services Coordinator I (MHSC) to provide support and technical assistance to the Department's employment and education services.

ESSENTIAL DUTIES:

- Conduct site visits to Wellness/Client-Run Centers, Full Service Partnership programs and outpatient clinics to review employment and education services provided and complete summary reports.
- Provide resources, support and technical assistance to staff that are assisting clients to find employment, volunteer work and/or attend school/vocational training.
- Assist with the planning and facilitation of monthly employment provider meetings.
- Review information about jobs, education/training and community resources for posting on the Wellness/Client-Run Centers Wiki website.
- Assist with the planning of the Department's annual Connections For Life Through Employment and Education conference.
- Assist with the administrative oversight of the Department of Mental Health – Department of Rehabilitation Cooperative Agreement.
- Attend community employment and education resource venues.
- Attend Wellness and Client-Run Center provider meetings.
- Complete special assignments as needed.

DESIRABLE QUALIFICATIONS:

- Strong interpersonal skills and ability to work collaboratively with other DMH and contract staff.
- Effective verbal communication skills.
- Strong written skills.
- Demonstrated interest and commitment to the recovery model and supporting clients' employment and educational goals.
- Ability to work as a member of an interdisciplinary team.
- Strong organizational skill and ability to prioritize.
- Flexibility and willingness to alter planned work flow to accommodate the Division's needs.
- Ability to use Microsoft Office including Word and Excel.

Interested individuals currently holding the title of the Mental Health Services Coordinator I position and individuals who are on a current Mental Health Services Coordinator I certification list are encouraged to email or fax their resume, last two (2) Performance Evaluations and last two (2) years of master time records to:

**Lise Ruiz, LCSW
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Countywide Housing, Employment and Education Resource Development
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FAX: (213) 637-2336

AN EQUAL OPPORTUNITY EMPLOYER